

SUPPLEMENTAL JOB DESCRIPTION

Classification: Laborer

Position Title: Laborer

Position Number:

Function Code:

Date Established:

Date of Last Amendment:

SCOPE OF WORK: To provide customer service by maintaining a clean and well-stocked store.

ACCOUNTABILITIES:

- Stock Shelves.
- Unload trucks.
- Maintains store cleanliness.
- Guides customer in identifying and locating desired items.

MINIMUM QUALIFICATIONS:

Education: Completion of 8th grade or equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of related work experience. Additional years of related work experience may not be substituted for the formal education required by this class specification.

SPECIAL QUALIFICATIONS: Frequent physical effort required in continuous lifting of material up to 25 pounds with frequent lifting of cases of liquor weighing up to 60 pounds.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: _____

Supervisor/Manager Signature

Date Reviewed

Division of Personnel

Date Reviewed